Frequently Asked Questions
Regarding the Faculty-Student Committee on Discipline
and the University Discipline Process

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1. Who adjudicates alleged disciplinary violations by students?

The Faculty-Student Committee on Discipline (COD) adjudicates alleged violations of academic integrity regulations by undergraduate students (other than those violations which fall under the jurisdiction of the Honor Committee).

The COD also adjudicates charges of non-academic violations (except those which implicate Title IX; see below) against graduate and undergraduate students when the student charged could, if found responsible, be subject to a suspension, suspension with conditions, a withheld degree, or expulsion. Where separation from the University is not a likely outcome, and where clear precedents exist, the Residential College Disciplinary Board may adjudicate non-academic charges against undergraduates; associate and assistant deans in the Office of the Dean of Undergraduate Students (ODUS) may assist with the investigation and/or resolution of such cases. Where such cases involve charges against graduate students, the charges are adjudicated by an associate or assistant dean of the Graduate School.
Complaints and reports of sexual misconduct are investigated and resolved through the Office of the Vice Provost for Institutional Equity and Diversity. Individuals with questions should consult http://sexualmisconduct.princeton.edu/ or contact the Title IX Administrator.

The questions that follow are answered with COD procedures in mind. For more information about the procedures followed by the Residential College Disciplinary Board, see Rights, Rules, Responsibilities section 2.5.3 and speak to your director of student life (DSL). Graduate students should consult section 2.6 for information about academic integrity adjudications.

2. Who is on the Committee on Discipline?

The COD comprises six members of the faculty, eight undergraduate students, five graduate students, and two administrators: Clayton Marsh, Deputy Dean of the College, and Cole Crittenden, Associate Dean of the Graduate School. Kathleen Deignan, Dean of Undergraduate Students, serves as chair of the committee; either Dean Marsh or Dean Crittenden may replace her as chair. The chair serves without vote except in the event of a tie. Dean Victoria Jueds, or another associate or assistant dean of undergraduate students or of the graduate school, will serve as secretary. The secretary does not vote.

A quorum consists of two members of the faculty and three students. Undergraduate student members of the committee will attend hearings at which an undergraduate student is charged; graduate student members of the committee will attend hearings at which a graduate student is charged.

3. How are alleged disciplinary violations reported?

Suspicions of academic integrity violations, such as plagiarism, are reported by instructors to the Office of the Dean of Undergraduate Students (ODUS).

Allegations of non-academic infractions may come to the attention of ODUS or the Graduate School by means of reports from the Department of Public Safety (DPS) or other sources.

4. May one student file a complaint of misconduct against another student?

If you believe that you have been the victim of, or have witnessed, a violation of University rules and regulations, you are strongly encouraged to contact your director of student life (DSL) or a dean in ODUS or the Graduate School. Remember that undergraduates are
obliged to report suspected violations of the Honor Code to the chair of the Honor Committee by emailing honor@princeton.edu.

5. Who decides whether a student will be charged with a disciplinary violation?

The decision as to whether the University will charge a student with one or more violations of University policy—charges which will be adjudicated in a formal hearing—is made by the chair of the COD, in consultation with other University officials as appropriate.

6. I have been charged with a violation of University policy. What do I do next?

A student charged with a violation of University policy (referred to as the “respondent”) should do the following.

(a) **Decide who will serve as your adviser.** Your adviser may be any person in the current residential University community. You may wish to consider asking your residential college dean, director of student life (DSL), or director of studies (DOS) to advise you, because these individuals all have a great deal of experience in the disciplinary process.

(b) **Make an appointment to speak with your DSL** even if you have chosen a different adviser. Your DSL will be able to assist you in many ways as you prepare for a COD hearing.

(c) **Contact Dean Jueds with any questions** about the charges, the procedures and standards the COD will follow, or any other concern about your case. She can be reached at vjueds@princeton.edu or 258-3054.

(d) **If you are a student athlete**, meet with Assistant Director of Athletics Kelly Widener (kw2@princeton.edu or 258-5312) and Dean Tara Kinsey (tarac@princeton.edu or 258-0463) as soon as possible.

(e) **Consider making an appointment at Counseling and Psychological Services** or with another confidential counselor (e.g., the chaplains, SHARE, the University Ombuds officer) for confidential support and guidance. CPS can be reached at 258-3285.

(f) **Talk to your parents.** It is easier for parents to hear about a disciplinary matter before it is resolved, rather than after the fact.
(g) **Review the documents** with which you have been provided. If there are **any additional witnesses** who should be interviewed, or **any additional documents** that should be provided to the COD, contact Dean Jueds and/or the investigator as soon as possible. You are strongly advised not to contact any witnesses about the case; instead, tell Dean Jueds and the investigator about questions that should be asked of witnesses. You may also write a statement yourself.

(h) **Review Rights, Rules, Responsibilities**, especially the passages that describe the misconduct you are alleged to have committed. Look at section 2.5.2 for a description of the COD process.

(i) **Think about the opening and closing statements** that you will be invited to read during the hearing. Make notes and write drafts and discuss them with your adviser.

(j) Think about whether you would like to submit **character statements** or have a member of the current residential University community address the Subcommittee as a **character witness**. Remember that “a student will not be disadvantaged by choosing not to invite a character witness or to submit written character statements” (*RRR 2.5.2*).

7. **Who will interview collect relevant evidence for the hearing?**

As necessary, a dean (or independent investigator retained by the University for the purpose) will collect documents and statements that are relevant to the charges. This investigator may also conduct interviews as necessary. During the information gathering stage, the respondent will be invited to submit written statements, to identify documents that are relevant to the case, and to provide the names of witnesses who should be interviewed. The respondent is strongly discouraged from directly contacting potential witnesses, searching for documentary and other information, and discussing the case while it is in progress. This policy helps safeguard the integrity of the information-gathering process and helps prevent the real or perceived experience of pressure, retaliation, or coercion. The investigator will make every effort to obtain information relevant to the charge.

Once you have been provided with documents for your case, review them carefully. If anything is missing or incomplete, or if you have any other questions or concerns, contact Dean Jueds.

8. **How long will the information-gathering process take?**

The University seeks to conduct disciplinary adjudications with reasonable promptness. The information-gathering process will proceed as quickly as possible.
9. What are the respondent’s rights and opportunities during the hearing?

They are as follows:

- The respondent will receive written notice of the charge(s) to be considered by the COD, as well as the time, date and place of the hearing.
- The respondent will receive copies of all documents to be considered by the COD in advance of the hearing.
- The respondent may be accompanied by an adviser, selected from within the current residential University community.
- The respondent may be present during the entire hearing. Committee deliberations are not open to the respondent.
- The respondent may make an opening and closing statements at the hearing.
- All witnesses who have submitted written statements will be asked to be available at the hearing; the respondent may question any available witness.
- The respondent may invite one member of the current residential University community to speak to the Subcommittee about the respondent’s character.
- The respondent may submit written character statements.
- The respondent is normally informed of the outcome in person immediately following the hearing and will receive written confirmation of the decision in the days that follow.

10. How does the COD make decisions?

At the conclusion of the hearing, the respondent and his/her adviser will be excused, and the COD will deliberate in closed session.

COD members first consider the question of whether there is clear and persuasive evidence of conduct that amounts to one or more of the violations of University policy with which the respondent has been charged. This decision is made by majority vote.

If the respondent is found responsible for one or more violations, the COD will consider the appropriate penalty. If a student is found responsible for a violation of University policy, there will always be a sanction. The COD has the authority to impose any of the penalties listed at section 1.1.6 of Rights, Rules, Responsibilities. In an academic case, the COD will be guided by this language:

In determining the seriousness of the offense, the Faculty-Student Committee on Discipline will consider whether the student ought reasonably to have understood that his or her actions were in violation of University regulations. If the committee
concludes that this threshold has been met, the penalty will normally be one year’s suspension or suspension with conditions from the University. Egregious academic integrity violations on the senior thesis may be grounds for expulsion. While the failure to fulfill the general requirements for acknowledgment of sources in academic work may not be determined to reach this level of seriousness, any such failure will be considered an academic infraction and will normally result in a disciplinary penalty. (RRR 2.4.7.)

At this stage of the COD’s deliberations, the secretary will disclose whether the student has a previous disciplinary record. The COD considers relevant precedents, among other factors, and determines the appropriate penalty, again by majority vote.

11. Who will be informed about the outcome?

The respondent will be informed of the outcome right after the hearing.

Disciplinary records are highly confidential. Only Princeton University officials with a professional need to know, such as the student’s residential college staff, and the instructor in an academic integrity case, will be informed about the outcome. With very few exceptions (e.g., in cases implicating Title IX), disciplinary records are not disclosed to other students. Disciplinary records are not disclosed to outside parties without the student’s written consent.

Separations from the University (suspensions, suspensions with conditions, withheld degrees and expulsions) are communicated to a student’s parents. Parents are also notified when a student has been found responsible for a violation which, if repeated, could lead to a separation.

12. What is a respondent’s right of appeal?

If the respondent is found responsible for one or more academic integrity violations, s/he may appeal the penalty, or present new information that was not and reasonably could not have been presented to the COD, to the dean of the college. A student found responsible for an academic integrity violation may also file a procedural appeal with the Judicial Committee of the CPUC.

If the respondent is found responsible for one or more non-academic violations, s/he may appeal the decision to a three-person appellate body comprising the dean of the College, the dean of the Graduate School and the chairman of the Judicial Committee of the CPUC, on one or more of the following grounds: (1) the procedures were not fair and reasonable; (2) substantial relevant information has emerged that was not presented, and reasonably could not have been presented to the COD; (3) the imposed penalty does not fall within the range of penalties imposed for similar misconduct.
All appeals are coordinated by Dr. Ann Halliday in One Nassau Hall (halliday@princeton.edu or 258-3151).

Note that “the purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred” (RRR 2.5.2).

13. **What resources and accommodations may be available to a respondent before, during, or after the disciplinary process?**

The residential college staff and the secretary of the COD will be happy to discuss resources and accommodations that may be of use to the respondent. The respondent is strongly advised to seek confidential counseling, for example, by visiting Counseling and Psychological Services, University Health Services, or the chaplains in the Office of Religious Life. The respondent may also inquire with his or her residential college staff about other accommodations that may be available, including housing and/or academic accommodations. The respondent may inquire about the possibility of a Dean’s No-Contact Order (DNCO), a non-disciplinary, administrative measure which may be relevant in non-academic cases.

14. **If a student feels his/her Title IX rights have been violated in connection with the disciplinary process, what should s/he do?**

The student may file a Title IX grievance with the Office of the Vice Provost for Institutional Equity and Diversity.